

Procedures and Policies For Maintaining And Utilizing Physical, Academic and Support Facilities

Maintenance

Regular maintenance work is carried out for the equipment through annual maintenance contracts given to competent agencies. AMC for AC, Lift, PC/ Laptops, Projectors, Fire Extinguishers, Fridge and Microwave are covered. Regular pest control is done in college premises including library.

We have following in-house staff appointed by the management to look after regular maintenance of laboratory, library, sports complex, computers, classrooms and other infrastructure facilities:

- A campus supervisor and campus manager co-ordinate maintenance and repair work needed to be done on the premises.
- An office staff is assigned the duty of looking after the ICT facilities. Library software is maintained by library staff.
- An electrician attends to the day-to-day electrical works required to be done on the premises. Major electrical works are undertaken by a qualified contractor.
- A carpenter-contractor is available round the clock for regular repair and maintenance of the furniture and building.
- A plumber-contractor is available for regular repair and maintenance of the plumbing works.

Psychology Laboratory:

The Department of Psychology has Psychology laboratory which is managed and used by all the faculty members of the UG and PG level and the lab staff maintains the record for the same. The laboratory has an enriched collection of the psychological tests in the areas such as intelligence, aptitude, interest, personality and wellbeing which are used in the field of industry and counselling. An added feature of the Advanced Psychology laboratory is the installation of the SPSS software for the data analysis to promote research among the students as well as faculty. The faculty and the laboratory attendant do the stock taking and maintain the record in the register on a yearly basis.

Chemistry, Physics, Biology, Resource Management and Food Laboratory:

In the beginning of every academic year all the equipment in every laboratory is checked and on the basis of its working condition and a maintenance record is maintained. Every year stock-taking register is updated. Pest Control procedure is done after every 3 months in all laboratories. Along with this, for precautionary measures all the above laboratories have their own respective first-aid boxes, in case any casualties take place. Sufficient and working Fire-extinguishers are installed for student's safety and to prevent any unfortunate events. Measures are also taken for waste management wherein, all the waste is segregated as per different category (wet/dry/toxins) and efforts are taken in order to reduce it as much as possible. A set of rules are made for the students as well as the staff for maintaining

discipline and for the harmonious functioning of the labs. The Labs are located in the part of the college where there is cross ventilation, and abundant air to prevent any suffocation. All the experiments in the labs are conducted under supervision of highly skilled professors and lab-assistants.

Utilization

The college works in overlapping shifts from 7.20 am to 4 pm to meet the high demand for courses. A master time table is designed keeping in mind the requirements of all sections that operate in a synchronized manner so that the available infrastructural facilities are used for optimum. Some lectures are held for BAMB, BCA, BMS and MA students on Sundays which helps in leveraging the expertise of the visiting faculty.

Our Certificate, Diploma and Add-On Courses are conducted beyond college hours or on holidays/vacation. University contact lectures for distance education students are conducted on Sundays and holidays.

College library remains open from 8 am to 6 pm. Students can issue books for home lending and also take benefit of a reading room facility. The Internet Centre provides free surfing facility to students for educational purpose.

To ensure proper planning and maximum utility, Auditorium/ Conference Halls/Seminar rooms and Audio-Visual Aids are booked in advance by the faculty members. The college premises are used for board exams, competitive and professional examinations, distance education contact lectures, cultural events and for national, state and municipal elections.

On an average ` 5 to 7 lakhs per annum have been spent in creating additional facilities as per the need. Suitable place with computers, scanners, printers and internet facility is arranged for online admissions. As per the feedback from teachers more LCD projectors and computers have been bought in last four years. The staff room also has been equipped with computers and internet connectivity. Suggestion boxes are put on floors to obtain feedback from students.